

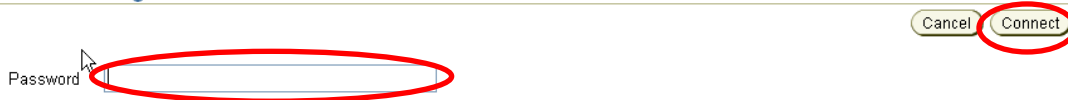
Quick Reference Guide  
**Budget Detail Report**  
 Discoverer Reports

The Budget Detail report can be accessed from UNI e-Business Reports in MyUNiverse.

- Shows the current budget information including all budget fund transfers that have been processed
- Replaces the information in BUA9
- Access is based on the same security rules used for running other MEMFIS Financial Reports
- Questions should be directed to [budget@uni.edu](mailto:budget@uni.edu)

1. Login to MyUNiverse with your CatID.
2. Click **Reports** in your e-Business channel.
3. Click **Discoverer Reports**.
4. Select your financial responsibility, for example: ITS Administration, VP Admin & Finance, Biology.
5. Enter your e-Business password and click **Connect**.

You are connecting to OracleAS Discoverer



6. Select workbook UNI.UNIBU002D – Budget Detail Report.
7. Select a worksheet:
  - The **Budget Detail Report** displays the Salary, Fringe Benefit, and Non-Personnel Expense items in the Total Budget column.
  - The **Budget Detail Expanded View** displays the Salary, Fringe Benefit, and Non-Personnel Expense budgets in separate columns.
8. Enter the Account Code Parameters (optional).
9. Click **Apply**.

Category	Line	Object UID	Name	Budget Line Description / HR Position Title	Appt Status	Line Start Date	Line End Date	Line FTE	Total Budget Amount
Faculty, Acad Admin, & Institutional Officials	103163	50110		Associate Vice President		01-JAN-1951		1.00	139,387
		123456	Doe, Jane (HR Asg 1327)	Associate Vice President	Probationary	01-JAN-1951			
	103163	55110		Academic Admin Benefits		01-JAN-1951			36,659
		123456	Doe, Jane (HR Asg 1327)	Associate Vice President	Probationary	01-JAN-1951			
									176,046
Professional & Scientific	100008	51010		Business Manager		01-JAN-1951		1.00	50,759
		987654	Panther, Joe (HR Asg 848)	Business Manager	Cont Serv	01-JAN-1951			
	100008	56010		P&S Regular Benefits		01-JAN-1951			17,410
		987654	Panther, Joe (HR Asg 848)	Business Manager	Cont Serv	01-JAN-1951			
									68,169
General Service Salaried	100017	52110		Secretary III		01-JAN-1951		1.00	42,992

*Budget Detail Report*

10. Click **Edit Parameters** to rerun the report for a different account or set of accounts.
11. Click the **Printable Page** to redisplay the page for printing; it may be necessary to switch to landscape before printing.
12. Click on **Export** to export the report to Excel.
13. Click **Preferences** to change how null values are displayed or the number of lines displayed (in the Worksheets section).

For questions, please contact the Help Desk at 3-5555 or email [ebusiness-help@uni.edu](mailto:ebusiness-help@uni.edu).

For questions about this document, please contact Pat Whitt at 3-6881.